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15 MAY 1980

AR 600-5

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Change }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 August 1975

PERSONNEL-GENERAL
LOCATOR SERVICE FOR OFFICERS AND KEY CIVILIANS IN WASHINGTON AND VICINITY

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 600-5, 10 March 1971, is changed as follows:

- 1: The following form(s) (column b) will be reproduced locally on 8 x 10 1/4 inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a	Column b
DA Form 3095- - - - -	-DA Form 3095-R Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

The proponent agency of this publication is the Adjutant General Center
(Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMM-L) WASH DC 20314.

By Order of the Secretary of the Army:

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

FRED C. WEYAND
General, United States Army
Chief of Staff

DISTRIBUTION: Active Army: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General - MAWDC only. ARNG & USAR: None.

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DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)	
TITLE OF FORM Officer and Key Civilian Locator	PRESCRIBING DIRECTIVE AR 600-5
1. AUTHORITY Title 10, USC, Section 3012	
2. PRINCIPAL PURPOSE(S) To establish a central locator and mail directory service for all officers and key civilians of the Department of the Army located in the Military District of Washington, and for all military and civilians assigned to the Office Secretary of Defense and the Joint Chief of Staff and all general officers of the Army, also to provide a general telephone information and referral service for the Department of the Army.	
3. ROUTINE USES 1. To refer official telephone inquiries made to HQDA. 2. To readdress mail received by HQDA with improper or incomplete address. 3. To provide official address locator service for government agencies and the general public.	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION Voluntary - If this information is not given, the following types of service would be delayed and frequently inaccurately provided: 1. Readdressing mail service 2. Referral service 3. Locator service.	

ARMY REGULATION

No. 600-5

15 May 80

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 10 March 1971

PERSONNEL—GENERAL

LOCATOR SERVICE FOR OFFICERS AND KEY CIVILIANS IN WASHINGTON
AND VICINITY

Effective 15 April 1971

This is a complete revision of AR 600-5. Major changes are indicated by a star. Minor changes occur throughout. This regulation provides specific guidance for the periodic review of personnel locator cards. Local supplementation of this regulation is prohibited, except upon approval of The Adjutant General, ATTN: AGAA.

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1. Locator service. *a.* The Adjutant General is responsible for maintaining current locator cards on Army officers, regardless of duty assignment; key Department of the Army civilians; and key civilian and military personnel within the Office, Secretary of Defense and associated agencies, located in the Military District of Washington area (less Ft. Belvoir, Va.).

b. These locator cards are necessary to facilitate the forwarding of improperly-addressed mail, responding to official and public inquiries, and transferring telephone calls. Agencies responsible for the submission of locator cards will establish and observe procedures to assure that any changes affecting data on existing cards are promptly reported in writing to the Information and Locator Section, TAGO.

★*c.* Effective the first work-day of September each year, reporting agencies will review their existing locator data and—

(1) Submit to the Information and Locator Section, TAGO, a roster of Army officers and key civilians assigned as of 1 September. Rosters should contain at least the name, grade and (for officers) the branch and SSAN, and should be forwarded not later than the 10th work-day of September.

(2) Forward with the roster locator cards reflecting any new arrivals and/or changes which, as the result of the review, are found not to have been submitted previously.

2. Submission of locator cards. *a. Officers.* Personnel officers responsible for the compilation of morning reports are also responsible for the prompt submission of the *original* copy of DA Form 3095 (Officer and Key Civilian Locator) for each officer to The Adjutant General, ATTN: Information and Locator Section, Department of the Army, Washington, D.C. 20310, in the following instances:

(1) *Newly assigned officers.* Furnish all known information at time of arrival. A completely new DA Form 3095 will be submitted as additional information becomes available.

(2) *Changes.* Upon any change of office designation, room or telephone number.

(3) *Transient officers.* Items 16 through 20 may be completed at the time of arrival if pertinent information is available. Otherwise, this information will be shown on a completed form submitted upon the officer's departure.

(4) *Temporary duty outside the area when such duty exceeds 30 days.* Upon return to regular assignment, a new DA Form 3095 will be submitted to reflect current data.

(5) *Relief from duty.* When relieved from duty in the area, items 1 through 10, and 16 through 20 will be completed.

b. Key civilian employees. Chiefs of branches or similar command levels having civilian personnel management responsibility will submit the *original* copy of a completed DA Form 3095 to

* This regulation supersedes AR 600-5, 8 April 1966.

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The Adjutant General, ATTN: Information and Locator Section, Department of the Army, Washington, DC 20310, for each key civilian in the following instances:

(1) *Newly designated.* Upon being designated a key civilian. Such classification is discretionary with the reporting official.

(2) *Changes.* Upon change of office designation, room or telephone number, or of residence address or telephone.

(3) *Removal.* Upon separation, transfer outside the area, or removal from key category status, items 1 through 10, and 16, 17, 19, and 20 will be completed.

3. **Classified information.** Only such data as may properly be released to the general public will appear on locator cards.

4. **Blank forms.** DA Form 3095 will be obtained through normal publications supply channels.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAA-M, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel General.

Active Army: MAWDC (qty qr block No. 433).

ARNG: None.

USAR: None.

